



Grants Manager

About MOVA

MOVA is an independent state agency governed by the Victim and Witness Assistance Board. MOVA strives to advance victim rights by ensuring all victims and survivors of crime across the Commonwealth are supported and empowered through access to high-quality services that are trauma-informed, culturally responsive, and reflective of diverse communities. MOVA achieves this through survivor-informed work, advocacy for enhanced victim rights and services, partnerships with agencies and individuals, and a commitment to providing funding and services for underserved and marginalized communities.

Job Overview

MOVA is seeking a mission-driven individual to fill the Grants Manager position. In this role, the Grants Manager will oversee the full cycle grants process for state and federal funding sources that support direct services for victims of crime. Reporting to the Senior Grants Manager, the Grants Manager partners with sub-recipients to support their program goals, ensure compliance with state and federal regulations, and help facilitate the grant procurement process. The Grants Manager must be a strong communicator, highly organized and detail-oriented, collaborative, and skilled at balancing multiple priorities. The ideal applicant will have knowledge or experience in grants management, contract administration, or contract management work.

Responsibilities

- Responsible for day-to-day aspects of grants management for multiple sub-recipients and multiple funding streams
- Maintain working relationships with sub-recipients providing regular monitoring, technical assistance, and support of programmatic goals. Communicate regularly with sub-recipients both verbally and through written communication
- Review sub-recipient expense reports ensuring compliance with state and federal regulations
- Perform monthly desk-reviews ensuring compliance with state and federal regulations
- Ensure sub-recipients adhere to program scope, contract requirements, and special conditions as indicated in the VOCA rule or other relevant regulations
- Assist staff and sub-recipients with outcome measurement data collection, data entry, and analysis for state and federal data systems as needed
- Assist in the dissemination of federal and state funding via participation in the grant procurement process through grant application review and evaluation
- Participate in the planning and facilitation of programmatic monitoring visits and desk reviews, at the direction of the Director of Monitoring and Compliance or their designee. Work collaboratively to assure efficiency and accuracy of work products
- Maintain accurate record keeping and filing
- Participate in relevant meetings and events in the victim services community as directed



Required Qualifications:

- Knowledge or experience in grants management, contract administration, or contract management work
- Strong written and oral communication skills
- Strong attention to detail and overall organizational skills
- Evidenced ability to establish and meet deadlines and effectively problem solve
- Evidenced computer skills with Microsoft Word, Excel, and capacity to learn other specific software
- Knowledge of general, state, and federal grants management policies
- Ability to analyze and manage budgets
- Ability to work effectively in a collaborative team environment
- Highest professional standards and customer-service orientation
- Ability to interact successfully with many different personality types and to effectively develop and maintain strong working relationships across all levels within the agency and outside the agency
- Commitment to furthering the agency's overall mission

Preferred Qualifications:

- Bachelor's degree and a minimum of two years relevant experience; additional years of experience may substitute for a degree
- Familiarity with direct services programming (e.g., social services, sexual and domestic violence services, etc.)
- May be required to travel within Massachusetts in support of work assignments and responsibilities. Valid driver's license preferred.

Additional Information

- Submit cover letter and resume to MOVAHR@mass.gov.
- MOVA is an equal opportunity employer and strives to ensure that those working in our office reflect the diversity of the communities we serve. MOVA encourages applicants from a broad spectrum of backgrounds to apply for positions
- Non-managerial, non-exempt position
- Salary range of \$48,000 to \$53,000 annually
- As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date
- Position is primarily work from home with anticipated regular (weekly) travel throughout MA, including to MOVA office locations in Boston and Northampton